Construction Information Service - a User Guide

COVERAGE
The Construction Information Service Online (CIS Online) provides electronic access to an index of full-text British Standards, and regulatory, guidance and advisory documents for the UK construction industry. CIS gives you both bibliographic data such as document titles and summaries and facsimile images of the original documents.

ACCESS
The database is accessible from any PC with Internet access, using your Athens username and password. See http://studentweb.ulst.ac.uk for your details, or contact Library staff.

To access the database go to the Library’s Electronic Resources page at www.ulster.ac.uk/library/electronic and scroll down the list of databases until you come to Construction Information Service. Click on the title, click on Login, and enter your Athens username and password in the boxes on the left-hand side of the screen. In addition, Do not go straight to the Technical Indexes (Tionestop) website – there is no facility for logging on with an Athens username and password.

SEARCHING
Simple Search
Enter your search term in the box and click the Go button or press Return. CIS Online will search the entire CIS database for relevant documents, regardless of where your term appears in the document record.

Advanced Search
This screen allows you to enter very precise searches. The Search Screen is divided into six fields. You can search CIS Online by any or all of the following:

- **All fields** (same as using the Simple Search option)
- **Title/Abstract keyword** This type of search should be used when you want to track down a document by a word in its title or in the descriptive abstract provided by our indexers. It is particularly useful for finding a number of documents on a particular subject. For example you might want to find information on concrete block paving. To do this simply enter concrete block paving in the Title/Abstract search box. Click on the Go button or press Return, and CIS Online will find all documents with all three words appearing in either the title or abstract.
- **Series name** This type of search allows you to search for documents in a given series. For example, if you wished to search for all BRE Defect Action Sheets, you can find them by entering Defect Action Sheet or its acronym DAS in the search box. If you want to narrow this down further, enter the number, or the start of the number with the * wildcard, you require in the Document Number search box.
- **Document Number** This type of search should be used when you want to track down a document via the publisher's series number. For example you may want to examine British Standard BS 3444. Enter BS 3444 into the Document number field. Click on the Go button or press Return, and the database will be searched for this standard.
- **Publisher** This type of search may be used to track down all the documents on CIS Online published by a particular organisation. To search for all documents published by, for example, the Aluminium Window Association enter either the name of the organisation or its acronym (AWA in this case).
- **Year of Publication** This search limits CIS Online to searching for documents published in a certain year or range of years. The alternatives are: In the year, Before, and After. In each case click the appropriate radio button and enter the year in the search box. You can also specify a
range of years by clicking the Between radio button and entering the two years defining the range
you wish to search for.
If you decide that the search you have entered is incorrect, click Clear, and all the search fields will be
emptied, allowing you to re-enter your search.
You can also choose to search just the documents that have been added or amended in the most recent
update of CIS Online by ticking the Search new & revised documents only box.
You can choose how many results will be displayed on each Results screen by selecting a number from
the choices given; the default is 50, but you can choose to have fewer or more results displayed if you
wish.
Also, you can choose how the results you obtain are ordered. The default setting is to display retrieved
records by Rank, i.e. the ones most relevant to your search are displayed first, but you can choose to sort
them by Publisher, Document Title, or Series.
**Boolean searching**

Boolean searching uses the AND and OR operators to build up complex searches.

**AND**
If you enter more than one word in the Search box, such as aluminium window, CIS Online will treat this
as though there were a Boolean AND between them: aluminium AND window (you can enter this search
as aluminium AND window if you wish). This means that CIS Online will search the database for records
that contain BOTH words in them somewhere. This is a good way of narrowing searches as it restricts the
number of documents you will retrieve.

**OR**
If you entered aluminium OR window in the Search box, CIS Online would search for records that
contained EITHER of these terms, but not necessarily both. This is a good way of broadening searches as
it increases the number of documents you will retrieve.

**NOT**
Terms can be excluded using the NOT operator. For example aluminium NOT window would find all
documents containing the term "aluminium" somewhere in their record, EXCEPT those that also contain
the term "window". These are excluded.

**Phrase searching**
If you want to search for a term containing more than one word where the words must be together, put
this search in inverted commas: "aluminium window". This also narrows a search.

**The Asterisk Wildcard**
The asterisk (*) is a wildcard added to the end of a search term to make sure that all the different endings
of that term are found. For example, if you type weld* in the Title/Abstract search box, CIS Online will
retrieve any records containing a word beginning with "weld". These might include: welder, welding,
weld, and welds. The asterisk wildcard is thus a useful tool in ensuring that you do not miss any relevant
records during your search.

**BROWSING**
You can browse to see what documents are available by a particular publisher, in a particular series or on
a particular subject, as categorised by our team of specialist indexers.
When you click Browse from the Menu bar, you are presented with the choices of publisher, series or
subject, and the letters of the alphabet. Choose which category you need, and the appropriate letter, and a
list of all matching records is displayed, along with the number of matching documents and a pages icon.
Clicking this brings up a list of all matching documents as though you had entered a search.

**SEARCH RESULTS**
After you have entered your search CIS Online displays a list of all the documents it has found that match
your search terms. These are displayed in a list directly below the search box.
If you position your mouse over one of the document titles, you will notice that it changes colour. By
clicking on it now you will open up a screen giving details of the copyright conditions under which the
publisher allows you to view the document, and, if you agree to these conditions, a link to the document
image. Clicking this opens the full text image of the document within Acrobat reader.
To the right of each document's details is an information icon. Clicking on this displays full details about
the document, such as the date it was published, the number of pages it contains, contact details for the
publisher, a brief abstract, and the subject categories assigned to it. Clicking on the icon to the right a second time will hide these details. You can also display or hide the expanded details of all the documents at once by clicking the arrows icon. At the top and bottom of the list of retrieved documents the total number of documents CIS Online has found that match your search is displayed, along with a jump to the next and/or previous page of results.

**Document images**
All documents appear in PDF format, using software called Adobe Acrobat Reader. If you do not have this software on your PC, it can be downloaded freely from [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

These tips are designed to make viewing and navigating through Adobe Acrobat documents easier. They are written for Adobe Acrobat version 5.0.5.

<table>
<thead>
<tr>
<th>HINT</th>
<th>If you move your mouse pointer over a tool on the toolbar and leave for a couple of seconds a description of what the tool/button does and its keyboard shortcut (if available) is shown.</th>
</tr>
</thead>
<tbody>
<tr>
<td>![icon]</td>
<td>When in a .pdf document prepared from a scanned image, select image portion to copy and paste (if permitted under copyright) using the graphics tool.</td>
</tr>
<tr>
<td>![icon]</td>
<td>You can copy text (if permitted under copyright) from native/original pdf files using the text tool.</td>
</tr>
<tr>
<td>![icon]</td>
<td>If the text is in columns use the special column text tool (click on small arrow next to text tool) to highlight the relevant column for copy.</td>
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<tr>
<td>![icon]</td>
<td>If you can’t select any text with the text tool then the file is a scanned image and you’ll need to use the graphics tool to copy and paste the ‘text’ as an image.</td>
</tr>
<tr>
<td>![icon]</td>
<td>Select hand (for moving pages). Click and hold to drag pages up/down</td>
</tr>
</tbody>
</table>

**PRINTING, EMAILING AND SAVING DOCUMENTS**
All the full text documents in ICE Virtual Library can be printed or saved. Use the Adobe toolbar to do this rather than the menu in your browser. Click on the Printer icon to print, or click on the floppy Disc icon to save, and choose which drive you wish to save to.

**HELP**
Contextual help is available on all pages of the database. Click where you see Help.

**EXIT**
Click on the Logout button at the top of the screen.